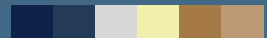


COVID-19 TOOLKIT

Music, Television and Film Production



This toolkit provides guidance for music, television and film production to support safety for employees and the public.



This toolkit includes:

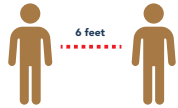
This toolkit includes:

1. COVID-19 Prevention Practices
2. Physical Distancing Requirements
3. Infection Control
4. Protecting Employees
5. Additional Sector Protocols
6. Resources to communicate with your employees and the public

These protocols are mandates.

**To prevent the spread of
COVID-19 music, television
and film production, here's
what you need to know
and do:**

1. COVID-19 Prevention Practices



Physical distancing of at least 6 feet



Use of face coverings



Frequent handwashing and regular cleaning



Employee training on COVID-19 protocols

Additional protocols relevant to areas of Music, Television and Film Production must also be followed, as appropriate:

- Retail Establishment Protocols
- Restaurant Protocols
- Office Worksites
- Warehouse and Manufacturing
- Construction



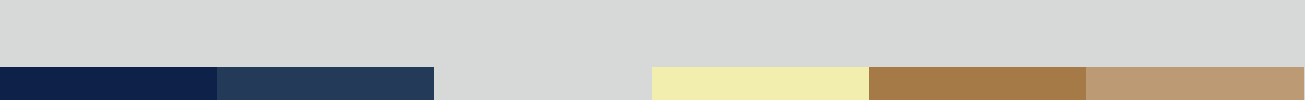
2. Physical Distancing Requirements

- All productions and recording sessions must have a written protocol to ensure at least 6 feet of distance between participants. Only essential cast and crew are allowed.
- Cast and performing musicians who cannot wear a face covering should maintain at least 8 feet of physical distancing or be separated by plexiglass or other barriers.
- Common areas, green rooms, trailers, break rooms, restrooms, workstations, and all spaces are reconfigured to ensure staff, cast, crew, musicians, vendors, clients, and visitors maintain at least 6 feet of physical distance from each other at all times.
- All shop and manufacturing locations work with clients on an appointment-only basis and shopping is performed virtually or one shopper at a time.
- Elevator capacity is limited to allow for 6 feet of distance between riders. If physical distancing is not possible, elevator capacity is limited to 4 individuals.
- In offices, a maximum capacity for each office, room, and floor is established to ensure physical distancing of at least 6 feet.
- View all physical distancing requirements by visiting the [Music, Television and Film Production Protocols](#).




3. Infection Control

- Symptom checks are conducted before visitors may enter the facility, including a check-in concerning cough, shortness of breath, difficulty breathing, and fever or chills and if the person has had contact with a known COVID-19 case in the last 14 days. This can be done in-person upon arrival, via online check-in systems, or through signage stating that visitors with these symptoms may not enter the premises.
- All visitors must wear cloth face coverings at all times. Only children under 2 and individuals who have been instructed not to wear a face covering by their medical provider are exempt.
- A workplace COVID-19 Compliance Officer(s) is designated and responsible for establishing, training staff, enforcing, and monitoring compliance with all protocols.
- Film and television productions have regular, periodic testing of cast and crew at the responsibility of the employer.
- The date, time, and participants in all sessions (including production, recordings, rehearsals, wardrobe, hair & makeup, etc.) must be logged and recorded.

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- Frequently touched surfaces and objects are cleaned and disinfected at least 3 times a day. Sets, production spaces, and the entire facility are cleaned at least daily with restrooms cleaned more frequently and before and after filming/recording sessions.
 - Props, costumes, and set materials must be disinfected before first use and between use by different individuals.
 - Printed materials are single-use and not shared. Use digital files instead of paper formats wherever possible.
 - Hand sanitizer, disinfectant, soap and water, tissues, and trash cans are available throughout the facility.
 - Employees or visitors may not be used as audience members in a production.
 - View additional infection control protocols by visiting the [Music, Television and Film Production Protocols](#).

4. Protecting Employees

- All employees are told not to come to work if they are sick or if they are exposed to a person who has COVID-19.
- Screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing, and fever or chills and if the employee has had contact with a known COVID-19 case in the last 14 days. These checks can be done remotely or in person upon employee's arrival. A temperature check should be done at the site if feasible.
- All employees must wear cloth face coverings that are washed or replaced daily. Employees instructed not to wear a face covering by their medical provider should wear a face shield with a drape.
- Upon being informed that a worker or contractor tests positive for, or has symptoms consistent with COVID-19, there is a plan in place for the case(s) to isolate at home and for all workers with an exposure to the case(s) to immediately self-quarantine and have access to or be tested for COVID-19.

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- If 3 or more cases are identified within the workplace within 14 days, the employer must immediately report this cluster to the Department of Public Health by phone (888-397-3993 or 213-240-7821).
 - Each employee is assigned their own tools, equipment and defined workspace. Shared items are disinfected after each use.
 - The workplace provides all personal protective equipment and infection prevention supplies needed. Employees are provided opportunities to wash/sanitize their hands and trained on proper glove use.
 - Shift schedules and breaks are staggered to maximize physical distancing.
 - View additional employee protection protocols by visiting the [Music, Television and Film Production Protocols](#).



5. Additional Protocols: Music Production

- All sessions must be booked in advance and only essential personnel are allowed.
- All participants should use their own personal equipment. Equipment that must be shared is sanitized between each use.
- Distance markers must be provided to indicate adequate social distancing.
- Talent must arrive with hair and makeup done.
- Contracts, tax forms, and financial transactions should be arranged and shared digitally or through contactless systems.

6. Additional Protocols: Auditioning Sessions

- Auditioning should be performed remotely (videoconferencing) as much as possible.
- In-person auditions must be by appointment only. No open calls are allowed.
- All participants are required to wear face cloth coverings and maintain at least 6 feet of distance throughout the audition. Only the person auditioning may remove their face covering if necessary.
- Single-use scripts are provided. Scripts may not be shared.



7. Additional Protocols: Craft Services and Catering

- Buffets are not allowed, and no communal food or drink service is permitted.
- Food and drinks must be consumed only in designated spaces and may not be shared.
- Food and drink must be single serving only. If water is served from dispensers, the levers/buttons must be cleaned after each use.
- Cast and crew must wash or sanitize hands before handling food.
- Sit-down meals must allow for at least 6 feet of distancing between individuals.
- All additional Public Health Requirements related to food service must be followed.

8. Additional Protocols: Wardrobe, Hair & Makeup

- Hands-on assistance is limited and provided only to those who cannot do it themselves.
- Cast and crew must wash or sanitize hands before any hands-on styling, wear face coverings whenever possible, and remain as silent as possible if face coverings must be removed.



9. Additional Protocols: Scene Restrictions

- All cast and crew who interact with the set or cast must wash or sanitize hands at the beginning of a scene.
- Work requiring cast or crew to be closer than 6 feet must be brief and as silent as possible. Scenes with direct prolonged physical contact are discouraged.
- Large crowd scenes should be avoided.

10. Additional Protocols: Location Scouting

- Scouting should be performed virtually or via site photographs where possible.
- Locations must be completely secure to prevent access by the public and have enough space to allow for physical distancing of at least 6 feet between all participants.
- Outdoor or large, open indoor spaces are preferred. Small, closed indoor spaces should not be used.



11. Additional Protocols: On Location Filming

- A COVID-19 safety protocol must be written and distributed prior to filming.
- Physical distancing of at least 6 feet is required in all off-camera areas. Off-camera staff must wear facial coverings throughout the workday.
- All cast and crew stay on location during the workday, including during all breaks.



12. Resources to communicate with your staff and customers

Click on the link to find Guidances that must be followed:

Reopening Protocol for Music, Television and Film Production

(must be posted at all public entrances)

Workplace Managers Guidance

Responding to COVID-19 in the Workplace Guidance

Cleaning and Disinfection Matrix

Posters

Notice to Visitors Poster

Physical Distancing Poster

Cloth Face Covering Poster

Stay Away if Sick Poster



LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH

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